

**THE TULALIP TRIBES**  
**TGO/QCC/BINGO**  
**Job Description**

**JOB TITLE:** Food & Beverage Prep Cook

**POSITION NUMBER:** ON GOING

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

**EDUCATION:**

- ☐ High School Diploma or GED equivalent preferred.
- \*If applicant does not meet this education requirement, employer will allow 6 months from date of hire to meet this job requirement, as a condition of employment.

**SKILLS:**

- ☐ Ability to follow and prepare venue recipes.
- ☐ Must have good grooming habits and manners.
- ☐ Able to sauté, cook, broil grill and steam.
- ☐ Able to prepare an assortment of meals, soups and specials for up to 1000 people on a daily basis.
- ☐ Can use leftovers practically and efficiently.
- ☐ Must be fast and able to handle more than one task at one time.
- ☐ Know how to maintain healthy and efficient work habits.
- ☐ Good communication skills.
- ☐ Must be able to cook food to recipe on a consistent basis and understand U.S. measurements, weight, and volume.
- ☐ Must be skilled with knives.
- ☐ Manual and finger dexterity in preparing foods.

**EXPERIENCE:**

- ☐ Minimum of one (1) year working experience as a prep cook.
- ☐ Experience in high production Casual and Buffet style cooking.

**OTHER REQUIREMENTS:**

- ☐ Must be 18 years of age or older.\* (**Attach documentation with application**)
- ☐ Must obtain and hold a Food Handler's card within 60 days from date of hire.
- ☐ Must have knowledge of HACCP.
- ☐ Must be flexible to work all venues in a similar position.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
- ☐ Must be able to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must be able to obtain a Class II certification, and be licensed, with the Tulalip Tribal Gaming Agency.
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other employers.

**Physical Characteristics and/or Prerequisites:**

- ☐ Manual and finger dexterity in preparing foods.
- ☐ Must be able to stand for prolonged periods of time.
- ☐ Tolerance to be exposed to hot grills, stoves, and ovens.
- ☐ Tolerance to work in a smoke filled environment.
- ☐ Ability to lift objects weighing up to 40 pounds occasionally.
- ☐ Tolerance to be exposed to cleaning solvents and detergents on a daily basis.

**Casino Department:** Food & Beverage

**Employee Classification:** Non-exempt

**Job Summary:** Prepares all food items both hot and cold. Making sauces, soups, and roasted meats. Understands basic cooking procedures: cooking, braising, poaching, steaming, roasting, baking, sauté, pan and deep frying, portion cut, and filleting meats and seafood. Uses convection and holding ovens while maintaining high standards of quality and appearance of all food prepared and served.

**Employee Reports To:** HOH Supervisor or designee

**Specific Duties Performed:**

1. Must be able to prep foods fast and efficiently.
2. Prepare hot food items, including soups, sauces, entrees, roasting, baking, etc. as directed.
3. Follows recipes utilizing standard recipes when preparing each product.
4. Ensures production of prep items, checks prep list, and inventory on hand vs. projected needs to determine what items are needed for the day.
5. Ensures product rotation. Check walk-ins, shelves and new product received daily. Ensures that old and new prepped and un-prepped product is clearly marked with dates and rotated such that old product is issued and used first.
6. Ensures proper storage of product.
7. Maintains and operates equipment properly. All equipment and utensils will be properly broken down, cleaned, and re-assembled after each use.
8. Maintains clean work area.
9. Maintains and operates equipment properly. Complete working knowledge of the safe and efficient use of all kitchen equipment. All equipment and utensils will be broken down, cleaned and re-assembled after each use.
10. Follows "Clean as you work" and accident prevention policies at all times.
11. Performs all other duties deemed necessary or requested by the HOH Supervisor.

**Terms of Employment:** This is a Regular Full-time position requiring 40 hours per week or 2080 hours per year.

**Pay Range:** \$12.11 per hour

**Opening Date:** ON GOING

**Closing Date:**

**Please return your completed application to the Tulalip Casino Receptionist by the closing date and time.**

**\* Required documents must be submitted prior to interviewing.**